

CHAPTER 2

SPACE-REQUIRED PASSENGERS

A. GENERAL POLICY

1. Travel Orders and Authorizations. For transportation on aircraft operated by an activity financed through the DBOF-T, or other DoD aircraft when reimbursement is appropriate, in accordance with Chapter 9, below, travel orders, ITOS, and other forms of travel authorization or approval documentation shall be issued and include either the appropriation chargeable and the CIC, or the name and address of a specific organization or individual responsible for reimbursement on a direct billing basis.

a. Uniformed Services' Travelers. All Uniformed Services passengers shall have in their possession a travel order or transportation authorization published by an approving authority.

b. Other Federal Agencies' Travelers. Passengers who are employees of other Federal Government Agencies shall have the following in their possession:

(1) A travel order or transportation authorization published by an approving authority.

(2) Unless specifically authorized by this Regulation, documentation that their travel aboard DoD aircraft has been approved, in accordance with this Regulation.

c. Invited Travelers. Passengers traveling at the invitation of a DoD Component, as authorized by the JFTR, Volume 1, and the JTR, Volume 2 (references (b) and (c)) shall have in their possession ITOS published by an approving authority.

d. Other Travelers. Travelers who do not fit into any of the categories in paragraphs A. 1.a. through A. 1.c., above, shall have in their possession documentation showing their travel aboard DoD aircraft has been approved, in accordance with this Regulation.

2. Priority of Movement. Priority of movement for space-required passengers is prescribed in AFR 76-38/AR 59-8/OPNAVINST 4630.18E/MCO 4630.6D/DLAR 4540.9 (reference (k)).

3. Escort for Young Children. A child under 12-years old may be accepted for space-required air transportation only if accompanied by a parent or a responsible adult who is otherwise authorized to travel and who is designated by the parent or other competent authority. "Other competent authority" in this case includes AMC traffic personnel at the air terminals.

4. **Emergency Leave.** Emergency leave, and the conditions for approving it for the DoD Components, are prescribed in the DoD Directive 1327.5 (reference (d)). Once a Uniformed Services member's emergency leave is approved, in accordance with reference (d), or another Uniformed Services regulation, the emergency traveler shall be provided the following five travel options, or a combination of them:

a. Government-funded travel on DoD aircraft if the specific conditions in the **JFTR** (reference (b)) exist.

b. Government-funded commercial travel if the specific conditions in reference (b) exist.

c. Member-funded (space-required) travel aboard DoD aircraft when the **specific** conditions for Government-funded travel in reference (b) do not exist.

d. Space-available travel aboard DoD aircraft.

e. Member-funded personal transportation arrangements on commercial aircraft.

For those travelers authorized Government-funded travel, paragraphs A.4.a. through A.4.b., above, shall be considered in the order listed, and the first which meets the traveler's **time**-sensitive requirements shall be used. Paragraphs A.4.c. through A.4.e., above, shall be considered after paragraphs A.4.a. and A.4.b., above, but have no priority among themselves. i.e., the traveler may choose whichever authorized option best meets his or her emergency needs. Emergency leave travelers who **are** not Uniformed Services members maybe provided some or all of the travel options listed depending upon their entitlements or privileges outlined in the **JFTR** (reference (b)) for dependents of Uniformed Services members, this Regulation, or other prescribing directives or laws. Options for Government-funded and traveler-funded emergency leave travel aboard DoD aircraft are prescribed in this Chapter. The option for space available emergency leave travel aboard DoD aircraft is prescribed in Chapter 6, below. A quick reference chart is included at table 2-1, below.

B. ELIGIBLE PASSENGERS

The types of passengers listed in this section are eligible, under the conditions cited, for movement on DoD aircraft. Other Chapters in this Regulation prescribe other conditions under which passengers have authority to travel. Further, there may be instances in which passengers already have authority to travel under conditions not outlined in this Regulation. e.g., a transitory authority prescribed for 1 fiscal year only by an appropriations Act. Chapter 10, below outlines procedures for obtaining authority to travel on DoD aircraft for those passengers not otherwise eligible. In each of **these instances**, it is the responsibility of the passenger to be able to produce evidence that he or she fits the conditions outlined in this Regulation or otherwise has authority to travel.

1. Uniformed Services Members

a. Members of the Military Departments on active duty traveling under official PCS, TDY, or TAD orders.

b. Members of Reserve components of the Armed Forces when **traveling** to perform inactive duty for training or active duty for training, with or without pay.

c. Members of the Uniformed Services on authorized emergency leave pursuant to DoD Directive 1327.5 (reference (d)) and the leave regulations of the Military Departments or other Uniformed Services. Round-trip travel is permitted from overseas to the CONUS, from the CONUS to overseas, and between overseas areas (including transiting the CONUS) for all segments of a journey traversed by a previously scheduled DoD aircraft. **Transportation** costs for travel through aircraft operated by an activity financed through the DBOF-T are chargeable to appropriated funds from the service member's assigned unit. (A space-available travel option is authorized in Chapter 6, table 6-1, below.)

d. Members of the Uniformed Services on authorized emergency leave under DoD Directive 1327.5 (reference (d)) and the leave regulations of the **Military** Departments or other Uniformed Services. Under conditions in which funded transportation is not authorized, the individual may elect to travel space-required at personal expense on DoD aircraft. Round-trip travel, accompanied or unaccompanied, is permitted from overseas areas to the CONUS, between overseas areas (including transiting the CONUS if necessary). Transportation costs shall be reimbursed by the traveler at the DoD, U.S. Government tariff (AFR 76-11, reference (e)), (A space-available travel option is authorized in Chapter 6, table 6-1, below.)

e. Members of the **Uniformed** Services traveling under FEML orders under the **JFTR**, Volume 1, paragraph U7207 (reference (b)).

f. Members of the Uniformed Services traveling with leave taken between consecutive overseas assignments, as prescribed in paragraph U7200 of reference (b).

2. DoD Civilian Employees

a. Civilian employees of the DoD Components on active duty traveling under official PCS, TDY, or TAD orders.

b. Civilian employees of the **Department** of Defense who have defaulted their transportation agreement and, therefore, have become ineligible for transportation at Government expense. Traveler-funded, space-required transportation is authorized only when commercial transportation is unavailable. Travel is cash reimbursable at the **non-DoD**, U.S. Government tariff (reference (e)) and travel orders shall state that the fare is to be paid by the traveler.

c. U.S. citizen civilian employees of the DoD Components traveling under an immediate family emergency, as determined by Service regulations. The individual may elect to travel **space-**required on DoD aircraft. Round-rnp travel is permitted from overseas areas to the CONUS, and between overseas areas. This does not include travel in the CONUS. However, individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission is involved. Transportation costs shall be reimbursed by the traveler at the DoD, U.S. Government tariff ((AFR 76-11, reference (e)). (A space-available travel option is authorized in Chapter 6, table 6-1, below.)

3. Dependents and Family Members

a. Command-sponsored Dependents and Family Members

(1) Command-sponsored dependents of Uniformed Service members when issued official travel orders under conditions similar to the circumstances for which emergency leave could be granted to the sponsor. Round-trip travel, accompanied or unaccompanied, is permitted from overseas areas to the CONUS, and between overseas areas (including transiting the CONUS). When the sponsor's domicile is overseas, round-trip travel, accompanied or unaccompanied, is permitted from the CONUS to overseas. Transportation costs for travel through aircraft operated by an activity financed through the DBOF-T are chargeable to appropriated funds from the sponsor's assigned unit. When funded transportation is not authorized, the individual may elect to travel space-required at personal expense on DoD aircraft. Transportation costs shall be reimbursed by the traveler at the DoD, U.S. Government tariff (AFR 76-11, reference (e)). (A space-available travel option is authorized in Chapter 6, table 6-1, below.)

(2) Command-sponsored dependents of United States citizen civilian employees of the DoD Components, American Red Cross full-time paid employees assigned to Armed Forces overseas, and NAF officials or employees, when issued official travel orders under conditions similar to the circumstances for which emergency leave could be granted a Military Service member (DoD Directive 1327.5, reference (d)). The individual may elect to travel space-required at personal expense on DoD aircraft. Round-rnp travel, accompanied or unaccompanied, is permitted **from** overseas areas to the CONUS, and between overseas areas. This does not include travel in the CONUS. Individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission number is involved. Transportation costs shall be reimbursed by the traveler at the DoD, U.S. Government tariff (AFR 76-11, reference (e)). (A space-available travel option is authorized in Chapter 6, table 6-1, below.)

(3) Not more ~~than~~ two family members (without regard to command sponsorship) of a member of the Uniformed Services who is seriously ill or seriously injured and hospitalized either in the CONUS or overseas. Round-rnp, Government-funded transportation is authorized between the residence of the family member(s) and the location of the medical facility in which the

member is hospitalized if the attending physician or surgeon and the commander and/or head of the military medical facility exercising military control over the member determine in writing that the presence of the family member(s) is necessary for the health and welfare of the member. Government-procured transportation shall be used to the maximum extent practical for transoceanic travel.

(4) Not more than two family members (without regard to command sponsorship) of a DoD civilian employee who is seriously ill or seriously injured and hospitalized either in the CONUS or overseas. When the attending physician or surgeon determines in writing that the presence of the family member(s) is necessary for the health and welfare of the employee, **round-trip**, space-required transportation at personal expense on DoD aircraft is authorized between the residence of the family member(s) and the location of the medical facility **from** overseas areas to the CONUS, from the CONUS to overseas areas, and between overseas areas. This does not include travel in the CONUS. Individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission number is involved. Commercial options must be unavailable. Transportation costs will be reimbursed by the traveler at the DoD, U.S. Government tariff (AFR 76-11, reference (e)).

(5) Dependents of U.S. citizen, foreign service employees (except contract employees) of the DoS, the AID, the USIA and the Peace Corps **located** abroad, either at post or away from post, traveling for emergency visitation in instances of serious illness or death of a member of an employee's or dependent's immediate family when authorized by the chief of the diplomatic mission or head of an overseas AID or USIA establishment, or their designees; or for the Peace Corps staff personnel, the Director of Personnel, Peace Corps, Washington, DC 20525. Round-trip, accompanied or unaccompanied travel is authorized from the location of the dependent's residence to the emergency destination. Transportation is chargeable to the Agency concerned at the non-DoD, U.S. Government tariff (AFR 76-11, reference (e)).

(6) Dependents of members of the Uniformed Services, of civilian employees of the Department of Defense, of U.S. citizen civilian employees of nonappropriated fund activities, and of full-time, paid employees of the American Red Cross assigned to Armed Forces overseas traveling under PCS orders published for their sponsor, or other dependent travel authority under the **JFTR**, Volume 1, and the **JTR**, Volume 2, (references (b) and (c)). This eligibility is limited to travel to, from, and between overseas areas.

(7) Command-sponsored dependents of Uniformed Services members accompanying their sponsor on approved circuitous travel. All costs in excess of the authorized **Government-furnished** transportation shall be paid by the traveler. Travel shall be aboard aircraft provided by an activity financed through the **DBOF-T** and payment by the individual(s) concerned will be in cash to **AMC** at the DoD, U.S. Government tariff (AFR 76-11, reference (e)). (A space-available travel option is authorized in table 6-1 in Chapter 6, below.)

(8) Uniformed Services members' command-sponsored dependents, acquired after the effective date of PCS orders, who at the time of PCS were not entitled to transportation at

Government expense. Space-required transportation at personal expense, accompanied or unaccompanied, is authorized to join the sponsor at his or her overseas location. Transportation is limited to travel from the APOE in the CONUS, Alaska, or Hawaii to the APOD serving the sponsor's overseas PDS. Approval for the entrance of these dependents by the overseas major commander, using criteria specified in Service regulations for approving command-sponsored dependents, is required before travel. Travel shall be aboard aircraft provided by an activity financed through the DBOF-T and payment by the individual(s) concerned shall be at DoD, U.S. Government tariff (reference (e)). (A space-available travel option is authorized in Chapter 6, table 6-1, below.)

(9) Overseas-stationed Uniformed Services members' unmarried dependents who are under 23-years old and full-time students attending a school in the United States to obtain a secondary or undergraduate education. Government-funded transportation is authorized for one round-trip each fiscal year between the school and the member's overseas PDS. (See **JFTR** Volume 1, paragraph U5243 (reference (b)) for details on restrictions that apply to this travel and for information concerning travel to and/or from other than the member's PDS.) Transoceanic travel shall be accomplished through **AMC-arranged** Category B 'service when it is available.

(10) Overseas-stationed DoD civilian employees' dependents who are under 23-years old and full-time students attending a school in the United States to obtain a secondary or undergraduate college education. Government-funded transportation is authorized for one round-trip annually between the school and the employee's overseas PDS. (There are some restrictions. See **JTR** Volume 2, paragraph C7005 (reference (c)) for details.) Transoceanic travel shall use **AMC** Category B service when it is available.

(11) Command-sponsored dependents of civilian employees of the Department of Defense who have defaulted their transportation agreement and, therefore, have become ineligible for transportation at Government expense. Space-required, accompanied transportation at personal expense is authorized only when commercial transportation is unavailable. Travel is reimbursable at the **non-DoD**, U.S. Government tariff (AFR 76-11, reference (e)) and travel orders shall state that the fare is to be paid by the traveler.

(12) Students attending a DoD-operated 7-day-a-week dormitory school who are dependents of a DoD military member, DoD civilian employee, or FMS contractor permanently stationed overseas. Space-required transportation between the sponsor's overseas duty station and the boarding school is authorized for one round-trip for each spring, summer, and winter vacation recess. Additional round-trips may be permitted by proper DoDDS authority should a school or school dormitory facility be closed at other times due to lack of qualified supervision or other reasons. Students must have orders from an approving authority. (Transportation by DoD aircraft shall not be provided to students who are attending **non-DoD** schools.) .

(13) Dependent school children (and accompanying school officials) of DoD military members, DoD civilians stationed overseas, and American Red Cross full-time paid employees

assigned to Armed Forces overseas, to participate in various interscholastic activities when payment for transportation is authorized from appropriated funds under DoD Instruction 1342.6 (reference (v)).

(14) Command-sponsored dependents of members of *the* Uniformed Services when traveling, accompanied or unaccompanied, under **FEML** orders under the **JFTR** Volume 1, paragraphs U5245 and U7207 (reference (b)).

(15) Command-sponsored dependents of Uniformed Services members traveling in connection with leave taken between consecutive overseas assignments, as prescribed in paragraph **U7200** of reference (b).

b. Noncommand-Sponsored Dependents

(I) **Noncommand-sponsored** dependents of Uniformed Service members when issued official travel orders under conditions similar to the circumstances for which emergency leave could be granted to the sponsor. The individual may elect to travel space-required at personal expense on DoD aircraft. One-way travel, accompanied or unaccompanied, is permitted from overseas areas to CONUS, and between overseas areas (including transiting the CONUS). Transportation costs shall be reimbursed by the traveler at the DoD, U.S. Government tariff (**AFR** 76-11, reference (e)). (A space-available travel option is authorized in Chapter 6, table 6-1, below.)

(2) Not more than two family members (without regard to command sponsorship) of a member of the Uniformed Services who is seriously ill or seriously injured and hospitalized either in the CONUS or overseas. Round-trip, Government-funded transportation is authorized between the residence of the family members and the location of the **medical** facility in which the member is hospitalized if the **attending** physician or surgeon and the commander and/or head of the military medical facility exercising military control over the member determine in writing that , the presence of the family members is necessary for the health and welfare of the member. DoD aircraft or Government-procured transportation shall be used to the maximum extent practical for transoceanic **travel**.

(3) Not more than two family members (without regard to command sponsorship) of a DoD civilian employee who is seriously ill or seriously injured and hospitalized either in the CONUS or overseas. When the attending physician or surgeon **determines** in writing that the presence of the family members is necessary for the health and welfare of the employee, **round-trip**, space-required transportation at personal expense on DoD aircraft is authorized between the residence of the family members and the location of the medical facility **from** overseas areas to the CONUS, from **the** CONUS to overseas areas, and between overseas areas. This does not include travel in the CONUS. Individuals traveling to or from an overseas location may travel on any

CONUS leg segment (i.e., on a flight with **enroute** stops) when no change of aircraft or mission number is involved. Commercial options must be unavailable. Transportation costs shall be reimbursed by the traveler at the DoD, U.S. Government tariff (reference (e)).

(4) Noncommand-sponsored dependents of military members acquired in art overseas area during the course of a member's current tour of assigned duty in that area who are not otherwise entitled to transportation at Government expense. If command regulations about the dependent's acquisition were complied with, and any requirements of the U.S. Immigration and Naturalization Service for entry into the United States have been met, the dependent is eligible for space-required transportation at personal expense from the overseas APOE to an APOD in the CONUS, Alaska, or Hawaii in conjunction with the member's PCS **from** the overseas area. Travel will be aboard aircraft provided by an activity financed through the **DBOF-T** and payment by the individual(s) concerned shall be at the DoD, U.S. Government tariff (reference (e)). (A **space-available travel** option is authorized in Chapter 6, table 6-1, below.)

(5) Close blood or **affinitive** relatives who are permanent members of the household and dependent on a Uniformed Services member, a civilian employee of the Department of Defense, or American Red Cross personnel assigned to Armed Forces overseas when such member or employee is authorized transportation of legal dependents at Government expense. Space-required transportation at personal expense is permitted from overseas areas to the CONUS, and between overseas areas (including transiting the CONUS) and is authorized within 30 days of the travel of the sponsor or his or her dependents. Travel shall be aboard aircraft provided by an activity financed through the **DBOF-T** and payment by the individual(s) concerned shall be at the DoD, U.S. Government tariff (AFR 76-11, reference (e)). (A space-available travel option is authorized in Chapter 6, table 6-1, below.)

c. Other Dependents

(1) Space-Required, at Government Expense, to Accompany DoD Personnel on Official Business. As a general rule, a family member may not accompany his or her DoD sponsor who is traveling on official business. However, a family member's travel may be approved where there is an unquestionably official function in which the family member is actually to participate in an official capacity, or such travel is deemed in the national interest because of a diplomatic or public relations benefit to the United States. Such participation is normally limited to spouses, is representational in nature, and normally limited to accompaniment of code 2 civilians, four star general/flag officers, and certain three star general/flag **officer** commanders specified in Appendix B, below. As **such**, travel is allowed on a mission non-interference basis only, and must be approved and supported with invitational travel orders, which shall normally authorize transportation cost reimbursement only under the **JFTR**, Volume 1, paragraph U7700, and the **JTR**, Volume 2, paragraph **C6000** (references (b) and (c)). Four star general/flag **officers** and those commanders specified in Appendix B, below may approve such travel for their spouses and the spouses of those personnel under their command on a case-by-case basis and shall personally

sign ITO's designating such approval. "Blanket" ITO's for this travel may not be issued. Criteria for authorizing family member travel must be applied, met, and authorized each time a family member is invited to travel at Government expense for the purposes outlined in this paragraph.

(2) A family member of a State governor, lieutenant governor, or adjutant general when travel is for official duty connected with National Guard activities. Travel may be in and between the CONUS, Puerto Rico, the Virgin Islands, or the States of Alaska and Hawaii. The traveler must be accompanied by the official and there must be an unquestionably official function in which the family member is actually to participate in an official capacity, or such travel must be deemed in the interest of the National Guard. Such participation is normally limited to spouses. State governors, or in their absence, lieutenant governors, shall personally sign approvals on a case-by-case basis for a family member to travel.

4. NAF Employees

a. U.S. citizen NAF officials or employees when issued official travel orders under conditions similar to the circumstances for which emergency leave could be granted a Military Service member (DoD Directive 1327.5, reference (d)). Round-trip travel is permitted from overseas areas to the CONUS, and between overseas areas. This does not include travel in the CONUS. Individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission number is involved. Transportation costs shall be reimbursed by the traveler at the non-DoD, U.S. Government tariff (AFR 76-11, reference (e)). (A space-available travel option is authorized in Chapter 6, table 6-1, below.) Travel of dependents of U.S. citizen employees of NAF activities must be at the expense of the NAF activity concerned.

b. U.S. citizen NAF officials or employees performing official travel on orders.

c. Non-U. S. citizen employees of NAF activities when transportation is in the overseas area, in accordance with the terms of the employment contract, the responsibility of the U.S. Government, and at the expense of the nonappropriated fund activity.

5. Employees of Other Federal Agencies

a. U.S. citizen, foreign service employees (except contract employees) of the DoS, the AID, the USIA, and the Peace Corps stationed abroad traveling for emergency visitation in instances of serious illness or death of a member of an employee's or dependent's immediate family when authorized by the chief of the diplomatic mission or head of an overseas AID or USIA establishment, or their designees; or for the Peace Corps staff personnel, the Director of Personnel, Peace Corps, Washington, DC 20525. Round-trip travel is authorized from the location of the employee's residence to the emergency destination. Transportation is chargeable to the Agency concerned at the non-DoD, U.S. Government tariff (AFR 76-11, reference (e)).

b. U.S. citizen, foreign service employees (except contract employees) of the DoS, the AID and the USIA assigned to a post or country which has been designated “a hostile area for family visitation.” Travel must be authorized by the chief of the diplomatic mission or head of an overseas AID or USIA establishment, or their designees. Posts designated for family visitation travel shall be notified by joint DoS/AID/USIA message. Round-trip travel is authorized from the employee’s PDS to the family’s residence. Transportation is chargeable to the Agency concerned at the non-DoD, U.S. Government tariff (reference (e)).

c. Employees of other U.S. Government Agencies when traveling on official business exclusively for the Department of Defense. Transportation is chargeable to the sponsoring DoD Component or Agency at the DoD, U.S. Government tariff (reference (e)).

d. U.S. DoS-identified diplomatic passport couriers when carrying DoS courier letters. Transportation is chargeable to the Agency concerned at the non-DoD, U.S. Government tariff (reference (e)).

6. Nonprofit Service Organizations

a. American Red Cross full-time paid employees assigned to Armed Forces overseas when issued official travel orders under conditions similar to the circumstances for which emergency leave could be granted a Military Service member (DoD Directive 1327.5, reference (d)). Round-trip travel is permitted from overseas areas to the CONUS, and between overseas areas. This does not include travel in the CONUS. Individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission number is involved. Transportation costs shall be reimbursed by the traveler at the DoD, U.S. Government tariff (reference (e)). (A space-available travel option is authorized in table 6-1 in Chapter 6, below.)

b. American Red Cross full-time paid employees assigned to Armed Forces overseas traveling under official PCS, TDY, or TAD orders.

c. The USO National Executive Director, other USO national headquarters staff persons, USO overseas area executives, and executive directors and assistant executive directors of overseas local USO facilities, when the travel provides direct service to the Armed Forces and is at the invitation of the overseas commander, This does not include travel in the CONUS.

d. Professional Scout leaders (full time staff and/or executive) stationed overseas with the approval of the Department of Defense, and the Executives of the National Headquarters of the Scouting Organizations, when the travel provides direct Scouting service to military personnel and their dependents stationed overseas. This does not include travel in the CONUS. Travel is reimbursable from other than appropriated funds at the non-DoD, U.S. Government tariff (AFR 76-11, reference (e)).

7. Invited Travelers

- a. Non-Federal employees acting as technical advisors to DoD Component authorities.
- b. For other approved invitational travel, refer to the **JFTR** Volume 1, and the **JTR** Volume 2, (references (b) and (c)).

8. Foreign National and Alliance Travelers

- a. Members of the U.S. Military Departments, civilian employees of the Department of Defense, and personnel of foreign nations attached to international military headquarters of NATO when traveling on official business if otherwise authorized under Chapter 9, below.
- b. Foreign nationals receiving training in the Department of Defense when transportation is for official purposes relating to the training and the transportation is a U.S. Government responsibility under the Foreign Military Financing (**FMF**) Program provisions of the Foreign Assistance Act of 1961 (Pub. L. No. 87-195(1961), reference (w)), as amended, when funded by military assistance appropriations or by U.S. Military Department appropriations. When an eligible foreign government elects to pay its trainees' transoceanic travel costs which would otherwise be chargeable to appropriations made in implementation of the "Foreign Assistance Act" (reference (w)) and the "Arms Export Control Act of 1976" (Pub. L. No. 94-329(1976), reference (x)), the cost shall be reimbursed by the foreign government at the non-DoD, U.S. Government tariff (reference (e)). Specific billing information shall be included in ITOS issued by the MAAG.
- c. Foreign nationals receiving training in the Department of Defense when transportation is for official purposes relating to the training and the transportation is the responsibility of the foreign government under the "Arms Export Control Act of 1976" (Pub. L. No. 94-329 (1976), reference (x)). Transportation furnished is reimbursable at the non-U.S. Government tariff (**AFR** 76-28, reference (f)). ITOs published by the MAAG must contain a statement that commercial transportation is not available, readily obtainable, or satisfactorily capable of meeting the travel requirements, and that the non-U.S. Government tariff applies. The ITOS must include the name and address of the foreign government agency responsible for reimbursement so the **AMC** can bill for the transportation furnished.
- d. Foreign officers participating in an officially recognized officer exchange program with the U.S. Department of Defense and assigned to duty with a U.S. Military Department when TDY travel is directed by the Military Department concerned.
- e. Foreign military personnel and civilian employees of a department or ministry of defense of a foreign government with which the U.S. Department of Defense has a Cooperative Military Airlift Agreement (**CMAA**) under 10 U.S.C. 2350c (reference (y)). Travel is reimbursable to the Department of Defense, shall be only for official business of the foreign government, and travelers will present official travel authorizations from the foreign government.

f. Foreign nationals during participation in exercises sponsored or directed by the Chairman of the Joint Chiefs of Staff, unified commanders, and Service component commanders of the unified commands, which include combined operations of U.S. and foreign forces. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.

9. contractors

a. CETS personnel (contract field services personnel and field service representatives only) who are civilian employees of commercial concerns under contract to the Department of Defense, are stationed overseas, and whose travel from the CONUS, Alaska, or Hawaii to the overseas duty assignment was at DoD expense, when issued travel orders under conditions similar to the circumstances for which emergency leave could be granted a Military Service member (reference (d)). Traveler-funded, space-required, round-trip travel aboard DoD aircraft is authorized from overseas areas to the CONUS, and between overseas areas. This does not include travel in the CONUS. Individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission number is involved. Transportation costs shall be reimbursed by the traveler at the non-U.S. Government tariff (AFR 76-28, reference (f)).

b. CETS personnel (contract field services personnel and field service representatives only) who are civilian employees of commercial concerns under contract to the Department of Defense when engaged in official activities for the Department of Defense requiring air travel or when air travel is essential to accomplish a DoD mission when the contract provides, or a responsible authority specifies, that transportation shall be furnished at DoD expense. Travel orders shall indicate the contract provisions which apply or the responsible authority which approved the travel, and shall include the DoD appropriation chargeable.

c. CETS personnel (contract field services personnel and field service representatives only) who are civilian employees of commercial concerns under contract to the Department of Defense when engaged in official activities for the Department of Defense requiring air travel or when air travel is essential to accomplish a DoD mission when the contract provides, or a responsible authority specifies, that transportation shall be furnished at the contractor's expense. Transportation is reimbursable at the non-U.S. Government tariff (reference (f)). Travel orders must contain a statement that commercial transportation is not available, readily obtainable, or satisfactorily capable of meeting the travel requirements, and that the non-U.S. Government tariff applies. The travel orders must include the name and address of the contractor's Agency responsible for reimbursement so the AMC can bill for the transportation furnished.

10. Educators

a. Personnel identified in paragraphs B. 10.b, through B. 10.d., below, when stationed (paragraphs B. 10.b. and B.10.C., below) or traveling (paragraph B.10.d., below) overseas under a

DoD contract, provided travel from the CONUS, Alaska, or Hawaii, and when issued travel orders under conditions similar to the circumstances for which emergency leave could be granted a Military Service member (DoD Directive 1327.5, reference (d)). Traveler-funded, space-required, round-trip travel aboard DoD aircraft is authorized from overseas areas to the CONUS, and between overseas areas. This does not include travel in the CONUS. Individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission number is involved. Transportation costs shall be reimbursed by the traveler at the non-U.S. Government tariff (AFR 76-28, reference (f)).

b. Specified employees of American educational institutions under contract to the Department of Defense which provide direct educational services for military personnel stationed overseas when the DoD Component concerned provides funding and authority to travel. Their dependents also may be included in the published authority to travel on a space-required basis if the contract provides for such travel. This eligibility is limited to travel to, from, and between the overseas areas.

c. Personnel employed by schools in Puerto Rico, Guam, American Samoa and Northern Marianas, established under 20 U.S.C. 241 (reference (z)), and their dependents, when traveling between the APOE in the CONUS, Alaska, or Hawaii and the overseas area, in accordance with their locally executed contracts and on orders published by the overseas commander.

d. Personnel connected with national accrediting associations for secondary schools and colleges when traveling on orders published by an approving authority.

11. Athletes and Entertainers

a. Military member coaches, officials, and athletes participating *in sports* clinics, games, or contests sponsored by a DoD Component.

b. Military member athletes and athletic teams (includes coaches) traveling to train for, or participate in, Pan American or Olympic Games, and qualifying events and preparatory competition for those games, and any other international competition in amateur sports when the Secretary of State, under 10U.S.C.717 (reference (aa)), determines that the interests of the United States shall be served by such participation.

c. Military member entertainers participating in shows and contests or events organized and sponsored by a DoD Component.

d. Entertainers traveling between a CONUS APOE and an overseas APOD and in overseas mess on orders published by the Department of the Army under the sponsorship of the Armed Forces Professional Entertainment Office.

e. Gratuitous entertainers contracted locally in overseas areas traveling *intercommand* or *intracommand* for troop entertainment on orders or travel authorizations published by the

applicable overseas commander or his or her delegated coordinators of the troop entertainment program.

f. Entertainers traveling between a CONUS APOE and an overseas APOD and within overseas areas under sponsorship or contract with Service MWR organizations. Commercial options must be unavailable or unsuitable. Orders shall be issued by the Service MWR organization.

12. CAP

a. Senior and cadet members of the CAP on aircraft not operated by an activity financed through the DBOF-T when performing official CAP duties or when supporting a CAP operational mission authorized by or at the request of the Air Force. Travel is authorized in the CONUS, Alaska, Hawaii, and Puerto Rico.

b. Participants in an USAF and CAP-approved Aerospace Education Workshop. Travel is authorized from a single installation for the purpose of a field trip scheduled as part of the approved curriculum.

13. ROTC

a. ROTC students of the Army, the Navy, and the Air Force at Field Training or the Naval ROTC summer training programs and competitions, on approval of the Field Training Commander.

b. ROTC students of the Army, the Navy, and the Air Force during the school year. Travel may be on extended flights and must have the prior approval of the Military Department concerned. The traveling students must be enrolled and actively participating in formal ROTC and academic training during the school term in which travel occurs, and the flight must be in connection with this training. Students must be in uniform.

c. Civilian officials of an educational institution which offers ROTC. Travel is to permit such dignitaries to visit military installations for orientation in connection with ROTC activities. Prior approval of the Military Department concerned is required.

14. Junior ROTC (JROTC). Under 10 U.S.C. 2031 (reference (bb)), and to the extent considered appropriate by the Secretary of the Military Department concerned, transportation may be provided to support the JROTC programs. JROTC support utilizing airlift provided by an activity financed through the DBOF-T shall be reimbursed by the Military Department concerned.

15. Youth Program Participants. Under the authority of the “National Defense Authorization Act for Fiscal Year 1993” (Pub. L. No. 102-484 (Section 1091), (reference (cc))), participants in Congressionally sanctioned, DoD-approved National Guard Youth Programs maybe provided transportation support through DoD aircraft for traveling to and from a program site and traveling

to a program activity. Airlift support provided by an activity financed through the **DBOF-T** shall be reimbursed by the National Guard Bureau.

16. Civilians Not Formally Affiliated With the Department of Defense

a. Media representatives who are members of a press tour sponsored or approved by the Department of Defense.

b. Members of the clergy or ministry attending meetings dealing with religious matters that are sponsored or approved by the Department of Defense.

c. U.S. civilians on DoD aircraft in support of the U.S. Antarctic Program when such travel is certified and sponsored by the Navy or the National Science Foundation (**NSF**) as being directly related to the U.S. Antarctic Program. Transportation costs are **reimbursable** at the **non-DoD**, U.S. Government rate.

d. U.S. citizens residing overseas to travel to the CONUS, Alaska, or Hawaii for induction into the Armed Forces, and to return overseas if found unqualified for induction on arriving in the CONUS, Alaska, or Hawaii. The Department of the Army shall issue travel authorizations.

e. State National Guard officials including State governors, lieutenant governors, adjutants general, and assistant adjutants general when travel is for official duty **connected** with National Guard activities. This travel may only be in and between CONUS, Puerto Rico, Guam, the Virgin Islands, or the States of Alaska and Hawaii.



**TRAVEL ENTITLEMENTS AND PRIVILEGES FOR EMERGENCIES OF
MEMBERS, DOD CIVILIAN EMPLOYEES, THEIR FAMILY MEMBERS AND OTHERS**

This table provides a quick reference for choosing emergency leave travel options (see paragraph A.4., above.). However, there may be limitations or other facets of emergency leave travel which are not covered in this table, and of which the emergency traveler should be aware **before** travel. An example is the limitations on amounts of government funding for commercial airlift procured for emergency **leave** travel. Consult the **JFTR**, Volume 1, and the **JTR**, Volume 2, (references (b) and (c)) and this Regulation for complete details. Entitlements or privileges are round-trip unless otherwise specified.

| I t e m | <u>If the Traveler Is:</u> | <u>And the Situation Is:</u> | <u>Then Travel Entitle- ments or Privileges Are:</u> | <u>Remarks and References:</u> |
|----------------------------|-----------------------------------|---|---|---|
| 1 | A Uniformed Services member | The member is stationed ¹ overseas and the emergency destination is overseas or in the CONUS | a ² , b ² , C ² , d ^{2,3} , e | Government-funded travel from international airport nearest member's location when notified or PDS . (See paragraph B.1.c , above, Chapter 6, table 6-1, below, and paragraph U7205-A3 (reference (b))) |
| 2 | A Uniformed Services member | The member is stationed ¹ in the CONUS, his or her domicile ⁴ is outside the CONUS, and the emergency destination is overseas | a ² , b ² , C ² , d ² , e | Government-funded travel from international airport nearest member's location when notified or PDS . (See paragraph B.1.c , above, Chapter 6, table 6-1, below, and paragraph U7205-A3 (reference (b))) |
| 3 | A Uniformed Services member | The member is stationed ¹ in the CONUS and the emergency destination is in the CONUS | c, d ³ , e | See paragraph B. Id, above, and Chapter 6, table 6-1, below |

The following codes indicate travel entitlements and privileges:

- a - Government-funded travel on DoD aircraft
- b - Government-funded commercial travel
- c - Traveler-funded (space-required) travel on DoD aircraft
- d - Space-available travel aboard DoD aircraft
- e - Traveler-funded personal transportation on commercial aircraft

- ¹"Stationed" means serving on permanent duty or assigned to a ship.
- ²Travel in or transit of the CONUS to **reach** an **emergency** destination located overseas is **permitted** using this **entitlement** or **privilege** option.
- ³**Includes** travel in the CONUS to reach a CONUS **destination**.
- ⁴"Domicile" means the **member's** home of **record**, **place** from which **called** (or **ordered**) to active duty, **place** of first **entitlement**, or **place** of permanent legal residence
- ⁵**Does not include** travel in the CONUS. However, individuals traveling **to** or from an **eve- location** may **travel** **00** any CONUS leg segment (i.e., on a flight with **enroute** stops) when no **change** of aircraft or mission is involved

Table 2-1. TRAVEL ENTITLEMENTS AND PRIVILEGES FOR EMERGENCIES OF MEMBERS, DOD CIVILIAN EMPLOYEES, THEIR FAMILY MEMBERS AND OTHERS

| I t e m | <u>If the Traveler Is:</u> | <u>And the Situation Is:</u> | <u>Then Travel Entitle- ments or Privileges Are:</u> | <u>Remarks and References:</u> |
|------------------|---|---|---|--|
| 4 | A Uniformed Services member's command- sponsored dependent | The dependent resides overseas and the emergency destination is overseas or in the CONUS | a ² , b ² , c ² , d ⁵ , e | Government-funded travel from international airport nearest member's or dependent's location when notified, member's PDS, or dependent's other overseas residence when member is entitled to a <i>station</i> allowance on dependent's behalf. (See paragraph B.3.a.(1), above, Chapter 6, table 6-1, below, and paragraph U5244-B3 (reference (b))) |
| 5 | A Uniformed Services member's dependent | The dependent resides in the CONUS, the member's domicile⁴ is overseas, and the emergency destination is overseas | a ² , b ² , C ² , d ⁵ , e | Government-funded travel from international airport nearest member's or dependent's location when notified or member's PDS. See paragraph B.3.a.(1), above, Chapter 6, table 6-1, below, and paragraph U5244-B3 (reference (b)) |
| 6 | A Uniformed Services member's dependem | The dependent resides in the CONUS, the member's domicile⁴ is not overseas, and the emergency destination is overseas | C ² , d ⁵ , e | See paragraph B.3.a.(1), above, and Chapter 6, table 6-1, below |
| 7 | A Uniformed Services member's dependent | The dependent resides in the CONUS, and the emergency destination is in the CONUS | c ³ , e | See paragraph B.3.a.(1), above |

The following codes indicate **travel entitlements** and **privileges**:

- a - Government-funded travel on DoD aircraft
- b - Govemmmmt-furrdded commercial travel
- c - Traveler-funded (space-required) travel on DoD aircraft
- d - Space-available travel aboard DoD aircraft
- e - Traveler-funded personal transportation on commercial aircraft

- ¹"Stationed" means saving on permanent duty or assigned to a ship.
- ²Travel in or transit of the CONUS to reach an emergency destination located overseas is permitted using this entitlement or privilege option.
- ³Includes travel in the CONUS to reach a CONUS destination.
- ⁴"Domicile" means the member's borne of record, place from which called (or ordered) to active duty, place of first entitlement, or place of permanent legal residence.
- ⁵Does not include travel in the CONUS. However, individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission is involved.

Table 2-1. **TRAVEL ENTITLEMENTS AND Privileges FOR EMERGENCIES OF MEMBERS,**
DOD CIVILIAN EMPLOYEES, THEIR FAMILY MEMBERS AND OTHERS (continued)



| I t e m | <u>If the Traveler Is:</u> | <u>And the Situation Is:</u> | <u>Then Travel Entitle- ments or Privileges Are:</u> | <u>Remarks and References.</u> |
|----------------------------|---|---|---|--|
| 8 | A Uniformed Services member's noncommand-sponsored dependent | The dependent resides overseas with the sponsor and the emergency desti- nation is overseas or in the CONUS | c, d ⁵ , e | Travel is one way to the emergency destination. Return travel is not authorized except through option e. (See paragraph B.3.b.(1) , above, and Chapter 6, table 6-1, below) |
| 9 | A Uniformed Services member's family member (without regard to command sponsorship) | The Uniformed Services member is seriously ill or seriously injured and hospitalized either in the CONUS or overseas | a ^{2,3} , b ^{2,3} , e | Transportation is authorized for not more than two family members between the residence of the family members and the location of the medical facility in which the member is hospitalized. Certification that the presence of the family members is necessary for the health and welfare of the member is required. (See paragraph B.3.b.(2) , above, and paragraph U5246 of reference (b)) |
| 10 | A U.S. citizen civilian DoD employee | The employee is stationed ¹ overseas and the emergency destination is overseas or in the CONUS | c, d ⁵ , e | See paragraph B.2.c., above, and Chapter 6, table 6-1, below |
| 11 | A U.S. citizen civilian DoD employee's command-sponsored dependent | The dependent resides with the employee who is sta- tioned ¹ overseas and the emergency destination is overseas or the CONUS | c, d ⁵ , e | See paragraph B.3.a.(2) above, and Chapter 6, table 6-1, below |

The following codes indicate **travel** entitlements and **privileges**:

- a - Government-funded travel on DoD aircraft
- b - Government-funded commercial travel
- c - Traveler-funded (space-required) travel on DoD aircraft
- d - Space-avaitable travel aboard DoD aircraft
- e - Traveler-funded personal **transportation** on commercial aircraft

- ¹"Stationed" means serving on permanent duty or assigned to a ship.
- ²Travel in or transit of the CONUS to **reach** an emergency destination located overseas is **permitted using** thii entitlement or privilege option.
- ³Includes travel in the CONUS to **reach** a CONUS destination.
- ⁴"Domicile" means the member% home of record, **place** from which called (or ordered) to active duty, **place of first entitlement**, or place of permanent legal residence.
- ⁵Does not **include** travel in the CONUS. However, **individuals** traveling to or from an overseas location may travel on any CONUS **leg** segment (i.e., On a flight with **enroute** stops) **when** no change of aircraft or mission is involved.

Table 2-1. TRAVEL ENTITLEMENTS AND PRIVILEGES FOR **EMERGENCIES OF MEMBERS,**
DOD CIVILIAN EMPLOYEES, THEIR FAMILY MEMBERS AND OTHERS (continued)

| Item | <u>If the Traveler Is:</u> | <u>And the Situation Is:</u> | <u>Then Travel Entitlements or Privileges Are:</u> | <u>Remarks and References:</u> |
|-------------|--|--|---|--|
| 12 | A U.S. citizen civilian DoD employee's family member (without regard to command sponsorship) | The civilian employee is seriously ill or seriously injured and hospitalized either in the CONUS or overseas. | c ⁵ , e | Transportation is authorized for not more than two family members between the residence of the family members and the location of the medical facility in which the member is hospitalized. Certification that the presence of the family members is necessary for the health and welfare of the employee is required. Commercial options must be unavailable. (See paragraphs B.3.a.(4) and B.3.b.(3) , above) |
| 13 | An American Red Cross full-time paid employee | The individual is serving with a DoD Component overseas and the emergency destination is overseas or the CONUS | c, d ⁵ , e | See paragraph B.6.a. , above, and Chapter 6, table 6-1, below |
| 14 | An American Red Cross full-time paid employee's command-sponsored dependent | The sponsor is serving with a DoD Component overseas and the emergency destination is overseas or in the CONUS | c, d ⁵ , e | See paragraph B.3.a.(2) , above, and Chapter 6, table 6-1, below |

The following codes indicate travel entitlements and privileges

- a - Government-funded travel on DoD aircraft
- b - Government-funded commercial travel
- c - Traveler-funded (space-required) travel on DoD aircraft
- d - Space-available travel aboard DoD aircraft
- e - Traveler-funded personal u-impotation on commercial aircraft

¹"Stationed" means serving on permanent duty or assigned to a ship.
²Travel in or transit of she CONUS to reach an **emergency** destination located overseas is **permitted** using dsis **entitlement** or privilege option.
³Includes travel in the CONUS to reach a CONUS **destination**.
⁴"Domicile" means the member's home of **record**, **place** from **which** called (or **ordered**) to active **duty**, place of first **entitlement**, or **place** of **permanent** legal **residence**.
⁵Does not include travel in she CONUS. However, individuals traveling to or from an **overseas** **location** may travel on any CONUS leg segment (i.e., on a flight widr **enroute** stops) whm no change of aircraft or mission is involved.

Table 2-1. TRAVEL ENTITLEMENTS AND PRIVILEGES FOR EMERGENCIES OF MEMBERS, DOD CIVILIAN EMPLOYEES, THEIR FAMILY MEMBERS AND OTHERS (continued)

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| I t e m | <u>If the Traveler Is:</u> | <u>And the Situation Is:</u> | <u>Then Travel Entitle- ments or Privileges Are :</u> | <u>Remarks and References:</u> |
|----------------------------|--|--|--|---|
| 15 | A U.S. citizen civilian NAF activity employee | The individual is stationed overseas and his or her travel to the PDS was incident to a PCS at NAF expense, and the emergency destination is overseas or in the CONUS | c, d ⁵ , e | See paragraph B.4.a., above, and Chapter 6, table 6-1, below |
| 16 | A U.S. citizen civilian NAF-activity employee's command-sponsored dependent | The individual resides over- seas with the sponsor whose travel to the PDS was incident to a PCS at NAF expense, and the emergency destination is overseas or the CONUS | c, d ⁵ , e | See paragraph B.3.a.(2), above, and Chapter 6, table 6-1, below |
| 17 | Contractors who are civilian employees of commercial concerns under contract to the Department of Defense | The individual is stationed overseas and his or her travel from CONUS, Alaska, or Hawaii to the overseas duty assignment was at DoD expense, and the emergency destination is overseas or in the CONUS | c ⁵ , e | Commercial options must be un-available. (See paragraph B.9.(a) , above) |

The following codes indicate travel entitlements and privilege

- a - Government-funded travel on DoD aircraft
- b - Government-funded commercial travel
- c - Traveler-funded (space-required) travel on DoD aircraft
- d - Space-available travel aboard DoD aircraft
- e - Traveler-funded personal transportation on commercial aircraft

- ¹"Stationed" means serving on permanent duty or assigned to a ship.
- ²Travel in or transit of the CONUS to reach an emergency destination located overseas is permitted using this entitlement or privilege option.
- ³Includes travel in the CONUS to reach a CONUS destination.
- ⁴"Domicile" means the member's home of record, place from which called (or ordered) to active duty, place of first entitlement, or place of permanent legal residence.
- ⁵Does not include travel in the CONUS. However, individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission is involved.

Table 2-1. TRAVEL ENTITLEMENTS AND PRIVILEGES FOR EMERGENCIES OF MEMBERS,
DOD CIVILIAN EMPLOYEES, THEIR FAMILY MEMBERS AND OTHERS (continued)

| Item | If the Traveler Is: | And the Situation Is: | Then Travel Entitlements or Privileges Are: | Remarks and References: |
|------|--|--|---|--|
| 18 | An educator or national educational accrediting association employee | The individual is stationed or traveling overseas and his or her travel from the CONUS, Alaska, or Hawaii to the overseas area was at DoD expense, and the emergency destination is overseas or in the CONUS | c ⁵ , e | Commercial options must be un- available. (See paragraph B. IO.(a), above) |
| 19 | U.S. citizen, foreign service employees (except contract employees) of the DoS, the AID, the USIA, and the Peace Corps | The individual is stationed abroad and the emergency destination is overseas or in the CONUS | a ^{2,3} , b ^{2,3} , e | Authorization by specified officials in each agency is required. (See paragraph B.5.a., above) |
| 20 | Dependents of U.S. citizen, foreign service employees (except contract employees) of the DoS, the AID, the USIA, and the Peace Corps | the individual is located abroad, either at post or away from post , and the emergency destination is overseas or in the CONUS | a ^{2,3} , b ^{2,3} , e | Authorization by specified officials in each Agency is required. Transportation may be accompanied or unaccompanied. (See paragraph B.3.a.(5), above) |

The following codes indicate travel entitlements and privileges:

- a - Government-funded travel on DoD aircraft
- b - Government-funded commercial travel
- c - Traveler-funded (space-required) travel on DoD aircraft
- d - Space-available travel aboard DoD aircraft
- e - Traveler-funded personal transportation on commercial aircraft

- ¹"Stationed" means serving on permanent duty or assigned to a ship.
- ²Travel in or transit of the CONUS to reach an emergency destination located overseas is permitted using this entitlement or privilege option.
- ³Includes travel in the CONUS to reach a CONUS destination.
- ⁴"Domicile" means the member's home of record, place from which called (or ordered) to active duty, place of first entitlement, or place of permanent legal residence.
- ⁵Does not include travel in the CONUS. However, individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission is involved.

Table 2-1. TRAVEL ENTITLEMENTS AND PRIVILEGES FOR Emergences OF MEMBERS,
DOD CIVILIAN EMPLOYEES, THEIR FAMILY MEMBERS AND OTHERS (continued)